

HUMAN SERVICES DEPARTMENT[441]

Adopted and Filed

Pursuant to the authority of Iowa Code section 234.6, the Department of Human Services amends Chapter 170, "Child Care Services," Iowa Administrative Code.

The amendments:

- Add new forms and procedures to be used with the Department's new child care information management system, called KinderTrack.
- Align Child Care Assistance policy with policy of other financial support programs administered by the Department.

The KinderTrack system will contain the work schedules and training schedules of eligible families and the number of units of child care services that have been authorized for each family. This database will allow automated issuance of a form informing the provider of what child care usage the Department expects to cover (separate from the notice of decision issued to the family) and issuance of a detailed billing statement listing the children and units expected to be claimed.

When the KinderTrack system is implemented, the provider will have the option of completing and returning the printed claim and attendance documentation, similar to the methods currently used, or completing and submitting the claim on line through access to a secure Internet Web site. A provider who chooses to submit claims electronically must print an attendance record that is signed by both the parent and the care provider to document agreement on the amount of care to be billed. Since the attendance documentation will not be submitted with the claim, the provider must maintain the documentation for a period of five years after the billing date. Failure to produce this documentation upon audit will be grounds for recovery of the assistance paid.

The Department expects to phase in conversion to the new system on a geographical basis over a period of about six months. Areas that are not yet converted will continue to use the current enrollment and billing procedures.

The earnings of a student who is under the age of 18 is added to the list of income exclusions to match the policy of the Family Investment Program. Income from temporary employment with the Bureau of the Census is also excluded. The Medicaid, HAWK-I, Family Investment, and Child Care Assistance programs are all moving to exclude income from temporary census employment on the recommendation of the Department of Health and Human Services. Treating the same family circumstances in the same way across multiple programs clarifies and simplifies the eligibility process for both families and workers.

These amendments do not provide for waivers in specified situations because they benefit the applicant family and offer a range of options to the provider. Requests for the waiver of any rule may be submitted under the Department's general rule on exceptions at 441—1.8(17A,217).

Notice of Intended Action on these amendments was published in the Iowa Administrative Bulletin on July 2, 2008, as **ARC 6876B**. The Department received no comments on the Notice of Intended Action. These amendments are identical to those published under Notice of Intended Action.

The Council on Human Services adopted these amendments on August 13, 2008.

These amendments are intended to implement Iowa Code Supplement section 237A.13.

These amendments shall become effective on November 1, 2008.

EDITOR'S NOTE: Pursuant to recommendation of the Administrative Rules Review Committee published in the Iowa Administrative Bulletin, September 10, 1986, the text of these amendments [170.1, 170.2(1), 170.3(1), 170.3(3), 170.4(7)] is being omitted. These amendments are identical to those published under Notice as **ARC 6876B**, IAB 7/2/08.

[Filed 8/19/08, effective 11/1/08]

[Published 9/10/08]

[For replacement pages for IAC, see IAC Supplement 9/10/08.]